

Internal/External Posting
STATE OF MONTANA JOB VACANCY

Montana State Prison
An Equal Opportunity Employer

August 6, 2008

Job Title:	Maintenance Supervisor - Electronics	Position No.:	22037
Division:	Montana State Prison	Bargaining Unit:	MFSPE
Location:	Deer Lodge	Supplement:	No
Status:	Permanent/Full-Time	Shift:	8:00 a.m. – 4:00 p.m.
Salary:	\$12.045 <i>New to State Government</i>	Pay Band:	4

Application Deadline: Applications may be returned to any local Job Service Office or Montana State Prison by email, fax or hard copy.

Personnel Office

600 Conley Lake Road
Deer Lodge, MT 59722

fax to (406)846-2950

email to whislop@mt.gov

No later than 5:00 p.m., August 19, 2008.

Application materials are available on the web at www.discoveringmontana.com.

Upon employment, successful completion of Basic Pre-Service Training for Prison employees is required. Must be able to respond in the event of an emergency, able to work under stressful and potentially dangerous conditions. TB testing is required. Montana State Prison is a tobacco free institution.

LAUTENBERG AMENDMENT: *This position authorizes the incumbent to carry a firearm. Any person who has been convicted of a misdemeanor crime of domestic violence cannot lawfully possess a firearm or ammunition (Title 18, U. S. C., Section 922(g)(91)). Candidate who have been convicted of a misdemeanor crime of domestic violence are not qualified for this position. Candidates under consideration will be required to certify whether they have ever been convicted of such an offense. False or fraudulent information provided by candidates is criminally punishable by fine or imprisonment (Title 18, U. S. C., Section 1001).*

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact a Personnel Specialist at 444-4934.

Equal Employment Opportunity Employer: The Department of Corrections does not discriminate on the basis of disability or other legally prohibited basis. And will provide upon request reasonable accommodations to enable an applicant with a disability to apply and interview for a position. Minorities and women are encouraged to apply. The Department of Corrections is a smoke free agency.

Typical Duties:

Communicates with the Maintenance Management Team as to maintenance/construction work, on maintenance issues, and to the priorities assigned to the work orders so that all agreements and compliances are understood. Plans all work assigned to this position. Performs all assigned maintenance jobs within the institution, the Ranch and Montana Correctional Enterprises and Montana State Prison controlled property and completes all assigned work in a timely manner. Operates and maintains all necessary equipment using safe operating techniques. Performs assigned preventative maintenance requirements on equipment, buildings and vehicles. Performs all work in a safe and proper manner following established policies, general safety rules and safe operating procedures. Installs electronic equipment for the operation of fence detection systems, remote control switching systems, telephone systems, interlocking systems and radio maintenance for all communication systems. Maintains all electronic equipment used at Montana State Prison. Installs and maintains all audiovisual systems used for security enhancements. Responsible for the supervision and training of an inmate workforce. Institutional Safety and Security duties include fire fighting responsibilities, damage control responsibilities and security duties.

Qualifications:

Must have a thorough knowledge of the building trades, working knowledge of standards, methods, practices, tools and materials used in the electronic maintenance field. Must have a thorough knowledge of safe working procedures, supervisory techniques to be utilized in inmate supervision. Must be skilled in the maintenance and repair of electronic equipment. Must be able to adapt personal skills to those used within a prison system. Must possess a valid Montana State Drivers license. Behavioral competencies required include: Communication: communicates effectively orally and in writing; proactively informs and resolves problems/issues; and through effective communication with co-workers and supervisors, limit rumors and create an effective team network. Supervisory Skill and Leadership: Provides effective supervision, during the working of an inmate crew. Decision Making Ability: Make quick accurate decisions regarding problems and take a reasonable approach to solve these problems. Commitment/Responsibility: Sees what needs to be done and takes initiative to do it; follows through; is accountable for accuracy of work produced; acts with initiative, exercise good judgment; handles multiple jobs and tasks simultaneously without jeopardizing quality.

Education and Experience: The above qualifications are typically acquired through graduation from a high school and 2 years of related experience. Must be able to obtain a Montana Stationary Engineer's license within one year of hire. Must possess a valid Montana State Drivers license.

ASSIGNMENT

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 6/91 or 12/93). **Portions of the application may be photocopied if legible (see page 1 for instructions).**

2. Applicants claiming the **Veteran's or Handicapped Person's Employment Preferences** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
3. Authorization to Release Information. This Authorization is required for all positions within the Department of Corrections. ****HIRING AUTHORITY DOES NOT RECEIVE DUE TO REQUEST FOR DATE OF BIRTH****

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Compensation: The normal entry salary is \$12.484 hourly, depending on qualifications with raises granted by the legislature. State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care.

Immigration Reform and Control Act: In accordance with the Immigration Reform and Control Act, the person selected must produce, within three days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Services Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

Montana State Prison
AUTHORIZATION TO RELEASE INFORMATION

Applicant's Name:	
Other names Used:	
Social Security Number:	
Date of Birth:	

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my qualifications for the position for which I have applied as is evident through my past work record. I hereby expressly authorize the Department of Corrections to contact my present or past employers, co-workers, personal references or any other possible work references. I further expressly authorize those aforementioned past employers and/or references to respond to such work related inquiries and to provide any and all information that they may have concerning me, including information of a confidential or privileged nature. I further release those past employment sources from any liability, which may relate to the information provided to the Department in good faith.

I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for purposes related to the hiring decision for the position that I have applied only.

This authorization shall be valid and effective for one year from the date signed.

Have you ever been convicted of Domestic Abuse, either Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

____ No ____ Yes Date: _____ Jurisdiction: _____

Applicant's Signature: _____ **Date:** _____